IT Intern (internship)

Job Description

Reporting to the IT Manager, your main role is to manage the French Chamber’s websites and CRM.

Main Tasks

- Develop and optimize the websites and CRM
- Prepare the procedure and documentation
- Provide end-user support and problem resolution of both hardware and software
- Perform server and network administration as needed

Profile

- Knowledge in web programming, such as HTML5, PHP, MySQL, JavaScript and CSS
- Speaking and writing fluently English
- Positive, helpful and can-do attitude with the users
- Detail oriented and self-learning

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JUNIOR CONSULTANT (graduate position)

Mission

This position will require a **dynamic, well-organized and detail-oriented self-starter** to work in a fast growing international business consulting division.

The role:

Being a corporate services Junior consultant for a portfolio of European companies in Hong Kong. Assisting Senior Consultant in their daily tasks. Reporting to a Branch Manager.

Responsibilities:

- Responsible to communicate with the clients to determine and accomplish the tasks attributed to you

- Follow-up and dedicate your time to corporate services issues. Corporate Services include “Hands-on” works in bookkeeping, Financial Reporting, Audit coordination, Bank Management, Company Secretary, Human Resources and Other Administrative tasks

- Support the clients in their development in Hong Kong

- Assist the senior consultants in the support of their clients and provide them with information regarding some ad-hoc matters such as specific tax, investment structures or licensing issues

- Coordinate with outside professionals (lawyers, auditors etc.) to structure advice when necessary

- Assist the Branch Manager in the organization and the development of the department by providing notes, memos and organization support

Profile

- University graduates (with Business Administrations or Accounting degree is preferred);

- Proficiency in computer literature and Microsoft Office applications
- General knowledge of business environment of Hong Kong and Mainland China

- Knowledge in accounting, experience with audit and HK Company Laws would be a plus

- Previous working history in similar duties is preferred, but Fresh Graduate will also be considered;

- Fluent in English and Chinese (Cantonese & Mandarin). French is a definite advantage

- Good communication skill, able to manage the priorities and deadline, good team player

- Immediately available is preferred

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LOGISTICS ASSISTANT / ADMINISTRATIVE ASSISTANT (graduate position)

Main Responsibilities

- Participate in day to day logistics operations.
- Prepare, arrange and trace & track international deliveries, re-deliveries, and troubleshoot delivery problems
- Report working status in timely manner
- Handle enquiry from co-working teams
- Coordinate with third-party logistics and service provider(s) to ensure service level
- Review bills, invoices and any related documentation applicable
- Ensure accuracy of all inventories by keeping track of quality, quantity, stock levels and delivery schedules
- Import / Export declaration
- Other ad hoc logistics and shipping tasks as required

Profile

- Diploma/Associate Degree/Degree in Logistics, Supply Chain, Business Administration or related background
- A minimum of 1 year related experience, either in international complex distribution, FMCG and/or manufacturing environment
- Fresh graduate with relevant internship experience will also be considered
- Fluent English and Cantonese (writing and speaking)
- Good communication skills to be able to interact with different level of the organization
- Organized and high attention to details
- Self-motivated and able to work with minimum supervision
- Good-problem solving and interpersonal skills
- Excellent skills in Microsoft Excel essential – Experience with SAP is a strong advantage
- Flexible, multi-tasking and able to work under pressure

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